



ARUN KRISHNAN

Office Administrator

Office Administrator with 14.03 years of experience in various competencies including Business, Marketing, Sales, Back Office, Warehousing, Document Control, Data Entry, Computer Operations, and Front Desk. - Currently seeking opportunities in the Fresh Graduates/Management Trainee/Intern/No Experience functional area. - Strong skills in administrative tasks and proficient in computer operations. - Experienced in managing office operations and coordinating with different departments.

✉ krishnanarun020@gmail.com

☎ 0542958321

📍 Fujairah, UAE

EDUCATION

Bachelor of Arts University of Delhi

05/2019 - 05/2022

Delhi/India

Courses

- Business Management
- Business Organisation
- Economic
- Humanities and Social Studies

Master of Business Administration Indira Gandhi National Open University

03/2023 - Present

Delhi/India

WORK EXPERIENCE

Office Administrator Al-Khaleej Diagnostic Centre

06/2006 - 03/2020

New Delhi/India

Achievements/Tasks

- Performed continuous checks on data access types and file permissions.
- Generated reports covering details about data, system operation, and error monitoring.
- Coordinated communications, financial processing, registration, recordkeeping, and other administrative functions.

Cashier and Office Admin. Nataraj Hospital/Coimbatore

04/2005 - 06/2006

Coimbatore/India

Achievements/Tasks

- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Completed opening and closing procedures each day.
- Reduced customer wait times through optimised checkout processes.

Sales Representative Kalyan Jewellers

11/2021 - 12/2022

Delhi/India

Achievements/Tasks

- Developed and delivered engaging sales presentations to convey product benefits.
- Retained excellent client satisfaction ratings through outstanding service delivery.
- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.

SKILLS

Record Management

Financial services support

Administration support

Database maintenance

Account development

Office administration

PROFESSIONAL QUALIFICATION

Diploma in Computer Application (08/2005 - 08/2006)

Visual Basic, Dos, Linux, MS-Office, MS Office, Internet Applications, Operating System, Database Management System (DBMS)

LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Hindi

Full Professional Proficiency

Tamil

Full Professional Proficiency